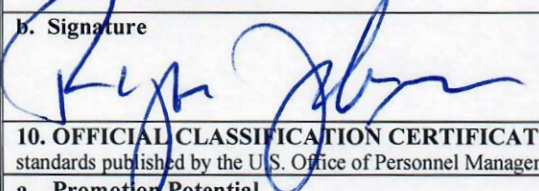
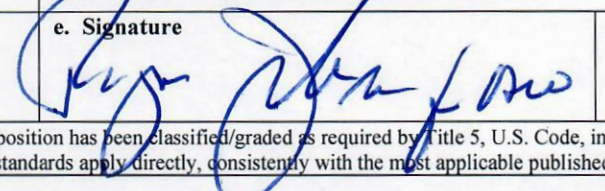
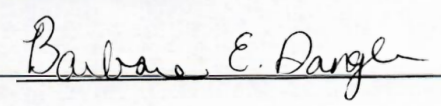


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS18012	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90					
		b. Title	c. Pay Plan	d. Series	e. Grade
Official Allocation	Special Advisor for the Office of Congressional & Intergovernmental Relations		GS	0301	12
4. Supervisor's Recommendation	Special Advisor for OCIR		GS	0301	12
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Duncan Braid		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Office of Congressional and Intergovernmental Relations			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0F00000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator		
b. Signature 		c. Date 2/24/19	e. Signature 		f. Date 2/24/19
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 3/14/19
11. REMARKS Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

**SPECIAL ADVISOR FOR THE
OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS
GS-0301-12**

INTRODUCTION

The Special Advisor for the Office of Congressional and Intergovernmental Relations (OCIR) assists the Associate Administrator and Deputy Associate Administrator for OCIR and other senior officials on OCIR relations and other aspects of the Agency's programs and activities.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Associate Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Associate Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Associate Administrator in correspondence and other communications with Agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a Special Advisor for OCIR. Applies skill in applying analytical and evaluative methods to analyze and initiate actions for planning, managing, and directing a comprehensive program to support complex tasks that cross program offices, federal agencies, regional, and state boundaries. Their analysis is informed by knowledge of pertinent laws, regulations, policies and precedents that affect the program.
2. Identifies and coordinates activities, major policy, or process issues requiring management attention. Identifies and performs in-depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides recommendations through written and oral presentations.
3. Conducts extensive investigation, research, and analysis of largely factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions.
4. Incumbent is responsible for planning, organizing, and carrying out program assignments to maintain, improve or create systems and programs directly related to the activities and events associated with OCIR. Applies practical knowledge and skills to develop and identify new

methods, approaches, or procedures to eliminate and avoid all negative concerns, issues, and/or perspectives regarding the operations of staff throughout the Office. Works closely with senior staff members to ensure changes and set time frames are feasible, effective, and timely. Outcomes are expected to create immediate results and have long-term impact.

5. Prepares informational material based on general administrative policies and guidelines. The incumbent must interpret and make considerable adaptations to these policies and guidelines to meet specific circumstances.
6. Provides managers and staff with assistance, guidance, support, and recommendations to meet program goals and objectives. Uses originality to refine existing work methods, analyze and make recommendations to resolve issues specific to OCIR's work. In addition, incumbent drafts correspondence for the office.
7. Conducts ongoing liaison with the organizations within the Agency, Regional offices, the White House, OMB, and other Federal agencies to assure continuous harmonized relationships and to promote a cooperative interchange of concepts and ideas.
8. Performs other related duties as assigned.

FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required by the Position

Level 1-7 (1250 Points)

Knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning management and administrative processes, draw conclusions, and recommend appropriate action.

Knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied.)

Knowledge of agency programs and functions, policies, objectives, and issues, and their relationship to other federal/state/local government entities sufficient to analyze and evaluate methods and techniques for program development, execution and improvement. Incumbent must have a thorough and complete knowledge of the Agency organization structure; the role of OCIR; key staff, delegated functions and program locations. Must be cognizant of current high priority and sensitive program issues and policies being addressed in the Agency. Ability to negotiate sensitive issues effectively and to effectively express ideas orally and in writing, to organize ideas and present facts in an objective manner.

Comprehensive knowledge of the OCIR's Associate Administrator's and Deputy Associate Administrator's policies and views on all significant organization matters in order to brief staff members or other persons outside the organization on their views on current issues. Skill dealing with officials at the highest levels of federal, state and local government and congressional staffs. A thorough knowledge of the duties, priorities, commitments, policies, and goals of the Associate Administrator and Deputy Associate Administrator for OCIR.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to get done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods. The incumbent will consult with the supervisor to interpret and adapt these policies and guidelines to meet specific circumstances.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization such as productivity targets. Within the context of broad regulatory guidelines, the employee may use initiative and resourcefulness to refine or develop more specific guidelines such as implementing methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

Factors 4 - Complexity

Level 4-4 (225 points)

Plans and implements administrative programs for OCIR. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program. The work

involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems. Requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. Refines existing work methods and techniques for application to the analysis of specific issues and resolution of administrative problems.

Factor 5 - Scope and Effect

Level 5-4 (225 points)

The purpose of the work is to assess the productivity and effectiveness, of program operations. The work involves establishing criteria to measure and/or predict the attainment of program goals or objectives.

Work products impact analytical evaluations and subsequent recommendations regarding strategic planning activities and facilitate management in tracking progress, expected milestones, funding, etc. Work affects the plans, goals, and effectiveness of programs at various echelons.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Personal contacts are generally within the Agency and organizations being studied but may include those outside the agency who are consultants, contractors, or employees of other government organizations in a moderately unstructured setting. Examples of contact include those within the Agency, Regional offices, the White House, OMB, and other Federal agencies.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations or present controversial observations, findings or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations. No special physical demands are involved in performing the work.

Factor 9 - Work Environment

Level 9-1 (5 points)

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

TOTAL POINTS: 2790

GS-12 Grade Range: 2755-3150